

## SELF SERVICE CENTER

### INSTRUCTIONS FOR PETITION TO MODIFY CHILD SUPPORT "SIMPLIFIED PROCESS"

#### TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of your current Child Support Order.
- A copy of the current Order of Assignment for this case, if there is one.
- A completed **"Parent's Worksheet for Child Support."**

**Match each numbered item in the instructions with the same numbered item (in parentheses) on the form. Type or print neatly using BLACK INK ONLY.**

1. Fill in the information requested at top left for the person who is filing this form. Write the ATLAS number if one has been assigned to your case. (The spaces marked "representing" and "state bar number" are used **only** if an attorney is preparing this form.)
2. Fill in the names of the persons shown as the "Petitioner" and the "Respondent" on the child support order.
3. Fill in the case number that appears on your Maricopa County order for child support.
4. Fill in your name.
5. Fill in the date on which the judge or commissioner signed your current child support order.
6. Fill in the name of the judge or commissioner who signed your current child support order.
7. Fill in the name of the person ordered to make child support payments (the obligor).
8. Fill in the amount and payment due date of your current child support order as it was ordered by the court. (EXAMPLE: \$150 per month payable on the 1st day of the month or \$150 per month payable one-half on the first and one-half on the 15th of the month).
9. Fill in the amount from item **35** of your completed **"Parent's Worksheet for Child Support."**
10. Calculate the percentage of change between your current support amount and the amount calculated on the completed **"Parent's Worksheet for Child Support."** To determine the percentage, subtract the larger amount from the smaller amount. Divide the resulting number by the current support amount. The information and step-by-step procedures below may be of assistance.

**(a) is the difference between the amount of child support ordered and the amount you are requesting.**

Enter the amount from line (8) \_\_\_\_\_

Enter amount from line (9) \_\_\_\_\_

Which is larger, (8) or (9)? Write the larger amount here: \_\_\_\_\_

Write the smaller amount here: " \_\_\_\_\_

and **SUBTRACT** the smaller from the larger.

Write the result in the box here and on line 10(a) :

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(b) is the amount of *child support* in the current order. Write that amount on the line for 10(b).

(c) is the amount of the current child support order divided by the difference between the amount currently ordered and the new amount requested, written as a percentage.

Divide the amount in (a) by the amount in (b). Write the resulting percentage on the line for 10(c).

**For example**, if (a) is 45, and (b), is 225.

To get (c), you would divide 45 by 225, which would equal .2 (or 20%)  
 $45 / 225 = .2$  (or 20%)

11. If you or the other party received services from the Department of Economic Security (DES), mark the box for "Yes". Otherwise, mark the box for "No". If the answer is "Yes", refer to page 2 of the "**Procedures**" document in the instruction packet for information on providing notice to that agency.
12. If there is a current Order of Assignment for child support, fill in the date of that order. If the amount withheld includes Court ordered payments *in addition to* current child support, list those *other amounts* included on the Order of Assignment.
13. Fill in the amount from item 9 of this Request (same as Line 35 from "**Parents Worksheet for Child Support**").
14. Date and sign here before a Clerk of the Superior Court or a Notary Public. By signing, you are stating under oath or affirmation that the contents of this Request are true and correct to the best of your knowledge.